

# Procurement Officer



**Job Code:** 1541  
**Grade:** 130  
**Reports to:** Finance & Administration Director  
**Salary Range:** \$53,941 - \$83,951  
**FLSA Status:** Exempt

## **GENERAL STATEMENT OF DUTIES**

Performs advanced professional work coordinating and executing all aspects of formal and informal procurement and contracting activities related to the acquisition of goods, materials, supplies, equipment, and services for the City; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification procures a wide variety of goods, services, supplies, materials, and equipment using such approaches as Invitations for Bid (IFBs), Requests for Proposal (RFPs), Requests for Quotation (RFQs), and involving difficult, complex specifications, multiple contract amendments, highly sensitive information, and other complicating job elements. Guidelines exist in the form of federal, state, county, and local procurement regulations, internal purchasing procedures, and the terms and conditions of contracts and agreements. The complexity of work is characterized by the variety of product lines, the analysis and interpretation of consideration information involved in the most difficult procurements, time constraints, and a limited number of resources for specialized goods and services. The scope and effect of the work directly affects a wide range of City activities and the operation of other governmental units through the timely procurement of critical services at competitive prices. Work is performed under general direction with wide latitude for independent judgment, discretion, and initiative in carrying out daily operations. Work is reviewed based on observation, conferences, reports, and evaluation of results achieved.

## **ESSENTIAL FUNCTIONS**

Manages and directs the centralized procurement functions of the City including the development or review of bid packages and contract negotiation and administration; purchases goods, materials, supplies, equipment, and services; prepares and maintains a wide variety of detailed financial reports involving City purchasing activities.

## **EXAMPLES OF WORK**

- Identifies the most appropriate procurement methods for a wide variety of goods, materials, supplies, equipment, and services for the City following the requirements of the City Code; collects and analyzes technical information and initiates procurement action.
- Identifies, recruits, and pre-qualifies service providers and suppliers; consults with departments to develop bid specifications and contracts and to ensure that specifications describe essential items or features; prepares and issues solicitation documents (IFBs, RFPs, RFQs) for issuance to prospective offerors and bidders.
- Coordinates and chairs pre-proposal and pre-bid meetings; participates in pre-bid site visits; receive bids; conducts bid openings; coordinates appropriate distribution to technical evaluators; facilitates evaluation meetings.
- Evaluates responses to solicitations based on vendor qualifications, price, and conformance requirements; leads or assists with negotiations; prepares bid award recommendations.
- Develops and manages annual contracts for a wide variety of supplies, services, consultants, and equipment including analysis, evaluation and approval of contractor change orders and contract amendments; coordinates with City attorney to ensure legal compliance; signs contract documents within limit of signatory authority; monitors and evaluates contractor performance, contract renewals, and addressing vendor/contractor deficiencies.
- Utilizes appropriate software to conduct competitive processes and to collect and disseminate information to internal and external customers.
- With required approvals, prepares and issues purchase orders, awards and administers contracts, and coordinates supplier/vendor acceptance.
- Monitors supplier/vendor status and performance directly and through communication with requisitioners.
- Coordinates responses to requests for clarification and/or information; facilitates appropriate resolution of disputes and supplier/vendor performance problems; responds to inquiries and requests from project management and operations counterparts.
- Develops and distributes internal procurement status reports; conducts presentations to management on procurement activity.
- Develops and maintains official documentation and records of all procurement actions; ensures compliance of purchasing operations with federal, state, county, and local rules and regulations.

- Participates in pre-procurement planning with internal customers; reviews usages and conducts comparative studies to determine opportunities for price and cost reduction, and reviews areas of procurement for consolidation of requirements, use of annual contracts, and availability of federal, state, or other jurisdictions' contracts that meet requirements; coordinates and reports on cost reduction efforts.
- Initiates inquiries concerning the status of overdue shipments, and coordinates adjustments with suppliers involving replacement of materials not in conformance with specifications, cancellation of orders, and ensuring receipt of proper credit.
- Places purchase orders for goods and services within limit of signature authority; reviews purchase requisitions to ensure accuracy, compatibility, and consistency with procurement policies, practices, and risk mitigation strategies; promotes adherence to City procurement policies and practices by participating in internal trainings for employees.
- Contacts vendors/suppliers to obtain pricing, delivery, and other procurement-related information; contacts procurement officials in other local or state governments/agencies to explore joint purchasing opportunities.
- Develops/updates procurement policies, procedures, and forms; provides training to City employees in purchasing policies/procedures.
- Researches and advises user departments on market trends, new product and service developments, and alternative source selections; assists departments with preparation of purchasing budgets.
- Reports status of fixed asset inventory items to appropriate staff; notifies City departments of reusable items available; disposes of surplus goods according to applicable laws and regulations.
- Performs related tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of procurement methods, objectives, and procedures; considerable knowledge of purchasing principles, methods, and practices and well as legal requirements governing purchases for the City; extensive knowledge of market conditions, sources of supply, and of the kinds and varieties of supplies, materials, and equipment commonly used by the City; considerable knowledge of service contracting and of the bid process; strong and accurate math and accounting skills including the ability to effectively produce, verify, analyze, and evaluate complex statistical and financial information; ability to effectively access and utilize an automated procurement system and related hardware/software; ability to establish and maintain effective working relationships with supervisors, vendors, employees, and the general public; ability to establish and follow work procedures; ability to communicate ideas effectively, orally and in writing.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Purchasing, Business Administration, Accounting, or related field, and three (3) to four (4) years of progressively responsible and knowledgeable experience in a professional capacity involving the procurement of materials, equipment, contractual, and professional providers services; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

(11/29/2010)

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.